

KENTUCKY DEPARTMENT OF EDUCATION
REQUEST FOR PROPOSALS
for
ARCHITECTURAL/ENGINEERING SERVICES

School District: _____

Project: _____

CONTENTS

I	Announcement	Page 2
II	Instructions to Proposers	Page 3
III	Project Description	Page 4
IV	Tentative Schedule	Page 4
V	Goals for the Architect/Engineer	Page 5
VI	Architect/Engineer Qualifications	Page 5
VII	Proposer's Response	Page 5
VIII	Appendix	
	Architect/Engineer Fee Guideline	Page 9
	Non-Collusion Affidavit	Page 10

I. ANNOUNCEMENT

Date:

- A. The _____ Board of Education will receive Proposals from qualified Architect/Engineer firms for design services.
- B. The intended project is:
(Owner to Complete this Section)
- C. Interested and qualified firms can receive a copy of the official Request for Proposals (RFP) by submitting a one-page letter of interest to:
(Owner to Complete this Section)
- D. The Owner (will/will not) retain the services of a Construction Manager for this project and if so will involve that entity in both the design and construction phases of the work.
- E. An authorized representative of the School Board will receive A/E Proposals until _____ on _____, 1993.
Proposals received after this date will not be accepted.
- F. Proposals shall be submitted only on the form of proposal as received from the soliciting Board of Education.
- G. Proposals shall be enclosed in envelopes which clearly indicate a Proposal for Architect/Engineer Services.
- H. Proposing A/Es will be required to meet 702 KAR 4:160 and certain qualifications set out in the RFP and which include the following:
1. **Experience in Designing Educational Buildings;**
 2. **Errors and Omissions Insurance;**
 3. **Ability to Provide Experienced Staff.**
(Owner to Add Other Specific Project Qualifications Required)

A. Preparation of Proposals:

1. The proposer is expected to comply with all specifications, terms, conditions and instructions contained in the Request for Proposals (RFP). Failure to do so will be cause for rejection.
2. The proposal should be prepared simply and economically, providing a forward straight concise description of the proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. Each copy of the proposal, and all documentation submitted with the proposal, should be bound in a single volume where practical. The Owner will not be responsible for any costs incurred by proposer in preparing or presenting proposals.
3. Any exceptions taken to the terms and conditions of this RFP must be clearly identified. If no exceptions are listed it will be concluded that the proposer will meet, in every detail, the conditions stipulated in this RFP.

B. Fees:

Fee and schedule for this project shall be established at the completion of the selection process utilizing the attached A/E Fee Guidelines or SFCC maximum fees.

C. Submission of Proposal:

Proposals shall be addressed to:

D. Number of Copies:

The proposer shall furnish six (6) copies of the proposal.

E. Form of Agreement:

III. PROJECT DESCRIPTION
(Owner to Complete this Section)

IV. TENTATIVE PROJECT SCHEDULE
(Owner to Complete this Section)

V. GOALS FOR THE ARCHITECT/ENGINEER

- A. To participate as a responsible, cooperative and contributing member of the design and construction team.
- B. To manage and complete the Design within the defined time schedule, approved budget, and the quality guidelines.
- C. To represent the best interests of the Owner in the performance of services toward the expeditious and efficient completion of the project.

VI. ARCHITECT/ENGINEER QUALIFICATIONS

- A. Knowledgeable of current applicable statutes and codes related to educational building projects in Kentucky.
- B. Maintains Professional Liability Insurance with minimum coverage as stated in the attached KDE Amendment to Standard Form of Agreement Between Owner and Architect AIA B151-1997 or AIA B141/CMA-1992.
- C. Ability to prepare and submit, to appropriate State and Local approval agencies, all necessary documents in proper form and in a timely manner.
- D. The prime architect must directly employ personnel in-house to perform seventy-five percent (75%) of the actual architectural work.

VII. PROPOSER'S RESPONSE

Note: *If more than one firm is involved in a joint-venture, a complete response from each firm is required.*

- A. Firm Identification: Please provide the following information about your firm:

Name
Address

B. Personnel:

1. Provide firm organization chart. Include names of all officers.
2. List firm's total number of personnel by discipline.

C. Sub-Consultants:

If outside consultants are utilized to perform any of your A/E services, list firms and the services they will provide on your behalf. See Firm Identification in A above.

OVERVIEW

State when the firm was founded, how it is organized, and its operating philosophy.

EXPERIENCE

Provide the following information on completed projects of a comparable nature over the past three (3) years. (Maximum of ten projects)

Name of project

Location by city and state

Brief description of the project

Construction cost and year project was completed

Name of owner's representative with address and telephone number

Names and addresses of contractors for project

PROJECT ORGANIZATION

Provide an organization chart which illustrates the key staff members of your firm and the roles they will perform including the Principal-In-Charge and the Project Manager. Similarly, illustrate your consultant's key staff members and their roles on the project. Identify the contact person to be called by the Owner.

Scheduled months for construction activities
Actual months for construction activities

CONSTRUCTION MANAGEMENT

Describe your experience with Construction Management and how you plan to interface with such services on this project.

REFERENCES

List not more than ten (10) client references of similar projects. Provide Owner name, contact name, address and telephone number.

SUMMARY STATEMENT

Provide a summary statement, of not more than one page, which summarizes the reasons you feel your firm is best suited for this project.

APPENDIX

<u>Cost of Construction</u>	<u>1993 Fee Proposal (%)</u>
Up to \$25,000	15.5
\$25,000 to \$50,000	13.4
\$50,000 to \$75,000	12.3
\$75,000 to \$100,000	11.3
\$100,000 and under \$200,000	9.8
\$200,000 and under \$300,000	8.7
\$300,000 and under \$400,000	8.4
\$400,000 and under \$500,000	8.0
\$500,000 and under \$600,000	7.7
\$600,000 and under \$700,000	7.5
\$700,000 and under \$800,000	7.4
\$800,000 and under \$900,000	7.3
\$900,000 and under \$1,000,000	7.0
\$1,000,000 and under \$1,250,000	6.9
\$1,250,000 and under \$1,500,000	6.8
\$1,500,000 and under \$1,750,000	6.7
\$1,750,000 and under \$2,000,000	6.6
\$2,000,000 and under \$2,250,000	6.5
\$2,250,000 and under \$2,500,000	6.3
\$2,500,000 and under \$2,750,000	6.1
\$2,750,000 and under \$3,000,000	6.0
\$3,000,000 and under \$4,000,000	5.8
\$4,000,000 and under \$5,000,000	5.7
\$5,000,000 and under \$7,000,000	5.6
\$7,000,000 and under \$9,000,000	5.6
\$9,000,000 and under \$11,000,000	5.6
\$11,000,000 and over	5.6

KENTUCKY DEPARTMENT OF EDUCATION
DIVISION OF FACILITIES MANAGEMENT

NON-COLLUSION AFFIDAVIT

702 KAR 4:160

MAY 1993

The undersigned agent, being duly sworn, states that neither he nor his firm has any relationship (financial or through kinship) to:

☒ Any school board member or the superintendent (Architect/Construction Manager);

☒ Any or all prime contractors or material suppliers when using the construction management method of construction (Construction Manager).

He further states that he has not entered into any agreement or collusion with any person relative to the price bid by anyone nor has he attempted to induce anyone to refrain from bidding.

Explain below any kinship or financial relationship you may have to any parties as mentioned above on this project.

Architect

Construction Manager

Subscribed and Sworn to Me this

_____ day of

_____, 19_____.

